

## CATEGORICAL ASSISTANCE PROGRESS REPORT

### For Community Prosecution Planning Grantees

Grantee: \_\_\_\_\_  
Grant #: \_\_\_\_\_  
City/State: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
E-mail: \_\_\_\_\_  
Reporting Period (✓): \_\_\_\_\_ January 1 - June 30 (due July 30)  
\_\_\_\_\_ July 1 - December 31 (due January 30)  
Is this a Final report? \_\_\_\_\_ Yes; \_\_\_\_\_ No

**INSTRUCTIONS:** For each of the questions/topics below, please describe your efforts during the reporting period. Use the information you provide in this report as the foundation to describe further activity and accomplishments in future reports. For instructions on submitting your progress report, please refer to the BJA progress report web page at [www.ojp.usdoj.gov/bja/disc-progreport.htm](http://www.ojp.usdoj.gov/bja/disc-progreport.htm) or call your Program Manager.

1. **Status of Planning Efforts:** Using the list of activities and time lines in your approved application, describe the status of your planning efforts and what delays, if any, you have encountered. Attach a revised timetable if significant delays have occurred.
2. **Identification of a geographic area(s):** How are you selecting (or how did you select) the target area(s) and on what basis is/was the selection made?
3. **Identification of the local problems and priorities to be addressed in the geographic area(s):** In what activities did the prosecutor's office engage to involve the community in identifying local problems and priorities to be the focus of the program? What were the results of these activities? (Please include the number of public meetings attended by the prosecutor and/or prosecutor's staff, the number of citizens present, the number and type of agencies attending, a brief description of the meetings, and any actions that resulted).
4. **Community Needs Assessment:** Describe any surveys, focus groups, etc. that helped you define the problems and strategies that will be the focus of your community prosecution program. (Attach a copy of the survey instrument if you conducted any kind of community survey). If you have not yet conducted any assessments, describe future plans to do so.
5. **Strategies for addressing identified problems:** If you have reached this stage in the planning process, describe what strategies have been identified, how you identified them, and how you think they will address the problem(s) you are trying to resolve.
6. **Formation of partnerships:** Indicate how many partnerships you formed, which agencies or representatives comprise each, whether the partnerships have been or are being formalized, and in what planning activities they have engaged.
7. **Implementation Plans:** Describe the status of your written implementation plan. Refer to the workbook developed by the American Prosecutors Research Institute (APRI) for details on what your plan should cover. Your organization should have received a copy of this workbook at the workshop for planning grantees. If you need an additional copy, please contact APRI's Community Prosecution program at (703) 518-4386 or send an e-mail requesting the workbook to: [tara.scully@ndaa-apri.org](mailto:tara.scully@ndaa-apri.org).

**Community Prosecution Planning Grantees**

8. ***Miscellaneous Information:*** Provide any information about your program that was not covered above. If you wish to highlight activities that you feel were particularly noteworthy, please describe them here.
9. ***Technical Assistance:*** If you have encountered any major obstacles in planning your Community Prosecution program, please describe them here. Identify any resources that you think will help overcome these obstacles.